

**COUNTY OF MONROE
OFFICE OF THE SHERIFF
ROCHESTER, NEW YORK**

GENERAL ORDER MULTI-BUREAU	DATE OF ISSUE December 15, 2021	EFFECTIVE DATE December 15, 2021	No. 74-21
SUBJECT: GENERAL ORDER Supervisory Training Program		DISTRIBUTION All Personnel	AMENDS
REFERENCE: NYSLEAP 34.1, 9NYCRR 6021.7, MONROE COUNTY CIVIL SERVICE RULES			RESCINDS 74-15

Purpose: To provide a formal training process for newly promoted supervisors and to provide a means of monitoring performance during the probationary period.

Policy: It is the policy of the Sheriff's Office to utilize a formal training/evaluation process for newly assigned Supervisors.

I. Organizational Structure

- A. Each respective Bureau is responsible for the overall line supervision of their probationary supervisors involved in the process.
- B. The Staff Services Bureau shall be responsible for staff control and guidance of the training process.
- C. The selection of a supervisory training officer, applicable to rank, will be coordinated by the Staff Services Bureau and the appropriate Bureau Chief. Upon his/her selection, a subsequent mentoring program will be implemented.

II. Duties and Responsibilities

- A. Captains shall:
 - 1. Monitor the progress of probationary supervisors assigned to their zone/unit.
 - 2. Review evaluation reports regarding the probationary supervisor and forward them to the appropriate Major of Operations.
- B. Platoon Commanders or appropriate next in-line supervisor shall:
 - 1. Observe the performance of probationary supervisors assigned to the platoon, providing guidance and assistance when required.
 - 2. Complete 45 day Probationary Supervisor Evaluation report form MB-56 and forward to the Unit/Platoon Commander.
- * C. The Training Unit Sergeant or his designee shall:
 - 1. Schedule new supervisors in the Supervisor Training Program, following the guidelines in section IV.

2. Maintain the complete evaluation record.
3. Provide remedial training for new supervisors when needed.
4. Ensure the completion of a Police Supervisor Course within one (1) year of appointment or as close to their promotion date as possible.

D. Supervisors who are designated as training supervisors shall:

1. Provide instruction and assistance to the probationary supervisor during the initial training period.
2. Explain and demonstrate the procedures specified on the training checklist.

III. Supervisor Training Manual

- A. The All Bureau Training Unit shall develop and update the Bureau specific Supervisor Training Manual and disseminate sections to be updated as needed to all Bureau Supervisors.
- B. In addition to the manual, probationary supervisors shall also be issued a checklist of the tasks listed in the manual, requiring completion.

IV. Training Period

- A. Police Bureau (**PBGO-048**), Civil Bureau and Court Bureau training period for new Sergeants shall be Five (5) weeks.
 1. Two weeks with a primary training Sergeant.
 2. One week with a second training Sergeant in a different area.
 3. One week with a third training Sergeant in a different area.
 4. One final week with the primary training Sergeant.
- * Note: For Jail Bureau Sergeants and Corporals the training period shall be as follows. Jail Sergeants shall be two (2) weeks. Corporals shall be two (2) weeks. After his/her completion of the aforementioned time frames with a training officer, they will be assigned to a platoon.
- B. The training period for new lieutenants shall consist of one week with a training Lieutenant.
- C. The training period for new captains shall consist of one week with a training Captain.

Note: In this process, the term "week" shall refer to a minimum of four working days. During the training period, the new supervisor shall remain under the supervision of the training supervisor.
- D. Training supervisors shall explain and demonstrate the tasks on the checklist, and shall afford the new supervisor the opportunity to perform as many tasks as possible.
 1. In conjunction with the performance evaluation rater training received in supervisor school, training supervisors will ensure that new supervisors are familiar with the performance evaluation process, coaching and counseling procedures as well as the early warning intervention system.

2. It will be the Training Unit's responsibility to coordinate performance evaluation training and will consist minimally of the following:
 - a. Measurement definitions (understanding and utilizing).
 - b. Procedures for the use of forms.
 - c. Rater responsibilities.
 - d. Review of MBGO-030 Performance Evaluation
 - e. Refer to MBGO-055 Computer use and rules for user account procedures.

V. Training Checklist

- A. Training supervisors shall date and initial each task on the checklist as they explain or demonstrate the task.
- B. When the probationary supervisor properly performs an activity, the performed column must be initialed and dated by a person with the rank of lieutenant or above.
- C. Upon completion of the initial training period, the probationary supervisor shall keep the checklist and finish all of the tasks that have not yet been initialed, having the checklist initialed by a lieutenant or above. When all tasks have been performed, or at the end of the probationary period, whichever occurs first, the checklist will be forwarded to the Training Unit.

VI. Review Process of Probationary Supervisors

- A. For the duration of the probationary period, the probationary supervisor's immediate commanding officer shall complete a Probationary Supervisor Evaluation report (MB-056) every 45 days, regardless of the probationary supervisor's rank. The Evaluation report shall include the categories from the performance evaluation and each category shall be graded as "acceptable" or "needs improvement".

Note: In order for performance to be acceptable, it must meet or exceed performance evaluation guidelines for a rating of "4".

- B. The completed review reports will be signed by both the rater and the probationary supervisor and forwarded through the chain of command.
- C. The Five Month Review Board will convene at the end of the fifth month of the probationary supervisor's assignment and will be comprised of the following:
 1. Bureau Chief
 2. Major of Operation, if applicable
 3. Commander of Staff Services
 4. Unit Captains and Lieutenants
 5. Lieutenant of Staff Services
- D. The Review Board will discuss each probationary supervisor's progress and development based upon the 45 day evaluations completed by the platoon commander.

E. Recommendations by the Review Board will indicate one of the following findings:

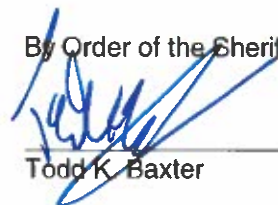
1. Permanent Status.
2. Demotion.
3. Probationary period extended. A continuation of the probationary period will be considered only in cases of extenuating circumstances (i.e. injury, extended sick leave/light duty, maternity leave, etc). The reason and length of the continuation will be stated. In accordance with the Monroe County Civil Service Commission, in no case shall the probationary period be less than twelve (12) weeks nor shall it exceed twenty-six (26) weeks.

E. Continued probationary period – The review board, as in VI. C above will re-convene at the completion of the predetermined continuation period to review the probationary supervisor's progress and again recommend 1, 2, or 3.

VII. Additional Education

Although it is not a required mandate, the MCSO strongly recommends its members to continue to educate themselves, independent of the agency through additional degrees, certifications, and through the Executive Development Program when it is offered.

By Order of the Sheriff,



Todd K. Baxter

* Indicates a significant change from the previous order.